

Health Benefits Enrollment

Part-time Salaried Faculty

Who is Eligible?

- Eligible:** Part-time salaried faculty members who work at least 20 hours but less than 40 hours per week (or who work the equivalent of one-half of a full time equivalent position) engaged in the performance of teaching, administrative or research duties.
- Not eligible:** Adjunct faculty members or those faculty whose tenure is restricted as to temporary or provisional appointment.

What Actions Can I Take?

- Health Benefits:** You may enroll in a plan, with the opportunity to select additional coverage options and a membership level.
- Flexible Benefits:** You may enroll in a Dependent Care Flexible Reimbursement Account (DFRA). There is a six-month waiting period to enroll in a Medical Flexible Reimbursement Account (MFRA). You may enroll in an MFRA during the month of December 2005 to take effect Jan. 1, 2006. See the link on the Department of Human Resource Management's (DHRM) Web site for [Enroll in a Medical Reimbursement Account After Waiting Period.](#)

Here's What to Do...

- Notify your agency Benefits Administrator** by submitting an Enrollment Form and/or FRA Election Form. Any request for health coverage or a DFRA received after Aug. 31, 2005 or after coverage takes effect cannot be processed.
- If you are selecting the Kaiser Permanente HMO in Northern Virginia, designate a primary care physician (PCP). You will have no coverage under Kaiser if you fail to select a PCP.
- You and eligible family members will be receiving an Extended Coverage General Notice for health care.

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When Is My Election Effective?

- **If notice is received on or before July 1**, your coverage is effective July 1, 2005.
- **If notice is received between July 2 and Aug. 1**, your coverage is effective Aug. 1, 2005.
- **If notice is received between Aug. 2 and Aug. 31**, your coverage is effective Sept. 1, 2005.

Important: This sheet is only an overview. For additional information, contact your Benefits Administrator.

For more on health benefits, visit the DHRM Web site at www.dhrm.virginia.gov and click on “Compensation and Benefits”.